

**2015**

**The Tennessee Employees  
Charitable Campaign**

***Coordinator's Guide***



*Joining Together –  
Making a Difference*

2015 Campaign Dates:  
October 26 – November 20

<http://tn.gov/hr/topic/charitable-campaign>



# **JOINING TOGETHER – MAKING A DIFFERENCE**

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# ***WELCOME TO THIS YEAR'S TECC!***

Thank you for serving as a Campaign Coordinator for this year's Tennessee Employees Charitable Campaign (TECC)!

Many of you served as TECC Coordinators for the 2014 TECC. As a result of your efforts, **2,247** state employees pledged **\$332,497** to charitable organizations. This contribution level was fairly consistent with the last few years, and we recognize the economic pressures many of our employees may be facing. It is gratifying to see that even in tough times, employees in state government do what they can to help their fellow Tennesseans.

For those of you who are new to the TECC, this is a wonderful opportunity to help your agency as well as the more than 1,300 charitable organizations in our state. These organizations represent community services, social justice issues, medical research, and environmental concerns affecting all Tennesseans. Your skills and enthusiasm will be key to inspiring others to participate.

Your primary goal as Campaign Coordinator is to give every employee in your department the opportunity to contribute to the charity or charities of his or her choice. As these difficult economic times affect us all, these agencies rely even more heavily on programs like TECC for assistance. By ensuring that your co-workers receive quality information about the TECC, its federations and independent charities, you will help them understand the value of their gift and they may be more likely to donate to these important causes.

This guidebook will help you plan your campaign from start to finish. The federations and independent charities listed in the back of this booklet are available and willing to help you manage this responsibility and make it fun and rewarding. You may invite them to your campaign awareness events, utilize the information they can provide about their services in your community, or just ask them to help you get the word out.

The theme of the TECC is joining ***Together – Making a Difference***. We are pleased that you and your agency will help conduct this campaign, and we thank you for being on our team! Together, we can make more of a difference than we could ever hope to do alone.

Sincerely,



Rebecca R. Hunter  
Commissioner Department of Human Resources  
Co-Chair, Tennessee Employees Charitable Campaign





## CAMPAIGN PLANNING CHECKLIST

The key to a successful campaign is good organization, and the following checklist can help you plan your campaign from the launch through its conclusion.

Task	Person(s) Responsible	Target Date	Date Completed
Attend the TECC coordinator planning meeting.			
Review these materials thoroughly.			
Determine the assigned persons and target dates for this checklist.			
Meet with your department's leadership to obtain commitment and involvement.			
Recruit a campaign committee to share the workload, including representatives from all divisions and facilities, as well as all "levels" (management, supervisors, front line staff, and part-time staff). Include those with special talents in communications and data processing.			
Develop in-house publicity, including promoting your kick-off event and the department's goal through posters, office bulletin boards, newsletters and email footers.			
Develop and implement your plan for your kick-off event			
Send a letter from your department head/appointing authority announcing the campaign.			
Hang posters in high-traffic locations.			
Schedule a meeting and <u>invite the participating charitable organizations to speak and share information about how donated dollars are working in your community</u> . See the contact information in the back of this guidebook.			
Distribute official TECC campaign materials to every employee via hard copy or email links.			
Be prepared to answer questions about completing the pledge form.			
<b>Turn in all original pledge forms (with everything but the green copy attached) weekly to the Department of Finance and Administration, Central Payroll, Attention: Jennifer Carlisle, 21st Floor, Tennessee Tower. All pledge forms are due to Central Payroll by <b>December 1, 2015</b>.</b>			
Complete and submit the TECC Agency Report Form (1 per agency) to DOHR by <b>December 15, 2015</b> .			
Share final results with employees.			
Develop and implement a "Thank You" program.			



## SETTING GOALS

Below is information about the results of each agency's giving historically, as well as goals for this year's campaign. Please help us reach and exceed our goal!

2014 TECC Results by										
		2013	2014			2014				2015
	Department Name	Gift	Gift	Variance 2013/2014	Comments	Participation as % of Agency Population	# EE's solicited 2013	# EE's solicited 2014	Total # of Donors 2014	Target = 4% Increase in Gifts
316.03	A.B.C.	864.00	\$740.00	(\$124)		5%	67	72	4	\$770
316.05	Aging	1,852.00	\$1,231.96	(\$620)		0%	30	30	7	\$1,281
325	Agriculture	2,687.00		\$0		0%	577			\$0
303	Attorney General (303)	12,453.00	\$12,350.00	(\$103)		7%	274	272	20	\$12,844
316.01	Children - Youth	3,606.00	\$4,078.00	\$472	No 2012 form	92%	19	24	22	\$4,241
359	Children's Services	16,252.00	\$7,523.78	(\$8,728)		1%	4111	4086	60	\$7,825
335	Commerce & Insurance	3,116.00	\$2,032.00	(\$1,084)		2%	601	708	14	\$2,113
307	Comptroller	7,342.00	\$7,196.00	(\$146)		3%	500	500	17	\$7,484
329	Correction & Probation	22,484.00	\$19,992.08	(\$2,492)		8%	4629	3710	298	\$20,792
	Corrections Inst.									\$0
304	District Atty. Conference (304)	13,380.00	\$12,884.16	(\$496)		6%	1165	1165	72	\$13,400
330	E.C.D.	1,439.00	769.00	(\$670)		7%	106	107	7	\$800
331	Education	4,078.00	\$6,382.00	\$2,304		3%	1103	1077	28	\$6,637
327	Environment & Conservation	33,312.00	\$36,498.00	\$3,186		7%	1926	2328	170	\$37,958
315	Executive	4,597.00	\$4,002.00	(\$595)	No 2012 form	35%	35	37	13	\$4,162
317	Finance & Administration	5,397.00	\$6,282.00	\$885	No 2012 form	5%	820	815	43	\$6,533
336	Financial Institutions	617.00	\$1,084.00	\$467		7%	137	148	11	\$1,127
321	General Services			\$0	No 2013 form					\$0
343	Health	17,116.00	\$11,519.73	(\$5,596)		4%	2798	1307	58	\$11,981
318	Healthcare Finance Admin (Te	8,177.00	\$14,260.00	\$6,083		8%	435	669	55	\$14,830
316.07	Health Services	1,062.00	\$1,227.00	\$165		90%	8	10	9	\$1,276
332.01	Higher Education	4,136.00	\$3,613.00	(\$523)		58%	70	67	39	\$3,758
316.2	Housing Development	7,083.00	\$6,208.68	(\$874)		15%	221	211	32	\$6,457
319	Human Resources	10,365.00	\$8,402.00	(\$1,963)		50%	48	115	58	\$8,738
316.04	Human Rights	77.00	\$77.00	\$0		0%	28	28	2	\$80
345	Human Services	50,744.00	\$44,207.12	(\$6,537)		9%	5014	4503	403	\$45,975
316.12	Intergovernmental Relations	944.00	\$840.00	(\$104)	No 2012 form	0%	15	16	3	\$874
302	Judicial Court		\$6,730.00	\$6,730		3%		644	20	\$6,999
301	Legislative	5,790.00	\$3,315.00	(\$2,475)		5%	500	450	22	\$3,448
339	Mental Health	8,035.00	\$7,393.00	(\$642)		3%	1770	1733	51	\$7,689
344	Int'l & Dvlpmntl Dis (DIDDs)	13,523.00	\$10,531.84	(\$2,991)		7%	2000	1900	133	\$10,953
341	Military	3,394.00	\$1,794.96	(\$1,599)		4%	365	355	13	\$1,867
308	Post Conviction Defender	0.00	\$0.00	\$0			0	17	0	\$0
324	Parole	5,088.00	\$4,511.00	(\$577)		79%	78	72	57	\$4,691
306	Public Defenders	3,604.00	\$2,401.00	(\$1,203)		3%	375	375	12	\$2,497
348	Revenue	7,222.00	\$4,605.00	(\$2,617)		5%	958			\$4,789
349	Safety	3,910.00	\$3,013.00	(\$897)		0%	1600	1712	23	\$3,134
305	Secretary of State			\$0						\$0
316.27	State Museum			\$0						\$0
348	T.B.I.	3,462.00	\$4,605.00	\$1,143		5%	484	473	23	\$4,789
316.11	T.R.A.	1,152.00	\$523.00	(\$629)		8%	57	56	4	\$544
332.05	T.S.A.C.	4,567.00	\$5,081.00	\$514		50%	52	52	26	\$5,284
328	T.W.R.A.	4,524.00	\$5,351.00	\$827		3%	708	715	25	\$5,565
316.25	TN Arts	120.00		(\$120)			18			\$0
326	Tourist Development	3,057.00	\$3,009.00	(\$48)		11%	150	160	18	\$3,129
400	Transportation	21,890.00	\$21,867.88	(\$22)		6%	2000	3000	173	\$22,743
309	Treasury	13,319.00	\$8,366.00	(\$4,953)		14%	245	250	34	\$8,701
316.08	TRICOR	7,065.00	\$6,833.00	(\$232)		33%	105	110	36	\$7,106
323	Veterans Affairs	6,668.00	\$4,760.00	(\$1,908)		0%	56	98	9	\$4,950
337	Workforce Development	19,463.00	14,407.00	(\$5,056)	No 2012 form	11%	1185	1151	123	\$14,983
	<b>Statewide Total</b>	<b>369,033.00</b>	<b>\$332,497.19</b>	<b>(\$36,536)</b>		<b>6%</b>	<b>37443</b>	<b>35328</b>	<b>2247</b>	<b>\$345,797</b>

# SAMPLE PLEDGE FORM

## 2015 Tennessee Employees Charitable Campaign Pledge Form

Donor Information

Name \_\_\_\_\_ Dept. \_\_\_\_\_ Employee ID # \_\_\_\_\_  
(used for state payroll purposes only)  
☐ Please acknowledge my gift. (If you choose to leave the section below blank, your gift will be marked anonymous.)  
☐ Retiring this year? Please check this box if you would like to receive further communications from your designated charities.  
☐ This is my FIRST YEAR participating in the TECC!  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Home email address \_\_\_\_\_

*Your favorite charity would like to thank you for your gift but will be unable to do so if you leave the information above incomplete.*

**You may select up to three (3) different charities to receive your contribution.  
Please review the brochure and complete one, two or three of the lines below for your designation(s).**

Charity Designation

**You may only choose to designate your gifts as monthly OR one-time. You may not combine the options.**

		Monthly (Jan-Dec)	OR	One-Time (Jan only)
Organization Name	TECC code #	\$ _____		\$ _____
		Monthly Amount	OR	One-Time Gift
Organization Name	TECC code #	\$ _____		\$ _____
		Monthly Amount	OR	One-Time Gift
Organization Name	TECC code #	\$ _____		\$ _____
		Monthly Amount	OR	One-Time Gift

**GRAND TOTALS:** Total - Monthly Amount Column \$ \_\_\_\_\_ x 12 = \$ \_\_\_\_\_

**OR Total - One Time Gift Column \$ \_\_\_\_\_**

### Be a Club Member!

Volunteer Club Member (\$50 a month equals at least \$600.00 annually)  
Mockingbird Club Member (\$30 a month equals at least \$360.00 annually)  
Iris Club Member (\$10 a month equals at least \$120.00 annually)  
Buck-A-Week Club Member (Grand total equals at least \$51.96 annually - only \$4.33 per month!)

**You may deduct the annual gift grand total from your 2016 federal taxes.**

**For deduction purposes, be sure to keep this receipt and any paycheck stubs reflecting your contribution.**

Authorize

I authorize my payroll deduction as indicated on this pledge form (signature required below):

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you for your contribution! Please return this form to your charitable giving coordinator.**

For tax purposes, nothing of substantial value was given in return for this contribution.

White, Canary, Pink, Goldenrod - TECC Department Coordinator

Green - Donor





## PLEDGE FORM OVERVIEW AND INSTRUCTIONS

It's as easy as 1, 2 and 3!

### Step #1 DONOR INFORMATION:

- ✓ Donor's Name and Department (printed clearly on all pages of the form) – this allows you or someone on your team to reach them if there's a question about a donor's pledge form. Please instruct them to print and press firmly.
- ✓ Donor's **Edison Employee ID #** - this replaces the social security number. Remind employees **this is not** their computer login ID or their RACF ID.
- ✓ The "please acknowledge my gift" check box lets donors decide if they want to receive an acknowledgement of their pledged donation. If the donor checks this box, the donor **must** fill out the address section so the organization receiving the gift can send an acknowledgement.
- ✓ The "Retiring this year?" check box is for employees who know they are retiring during 2015-16 and will no longer receive a copy of the TECC materials and would like contact in the future by their selected charity(ies). Again, the employee **must** provide mailing information so the organization can keep in touch with the donor.

### Step #2 CHARITY DESIGNATIONS:

All nonprofit organizations listed in the TECC brochure as eligible to receive donations from State of Tennessee employees were in compliance with the Tennessee Charitable Solicitations Act at the time of printing this brochure.

- ✓ Each employee can choose one, two or three charitable organizations to receive a payroll deduction gift.
- ✓ Club member information is a guideline for giving only. Alternative amounts are welcome and acceptable.
- ✓ Employees may donate monthly (Jan-Dec) **OR** one-time (deduction will occur in January). They **CANNOT** combine these options.

### Step #3 AUTHORIZE:

After selecting the giving level, the donor must **sign** and **date** the form to give permission for payroll deduction. The donor keeps the final, bottom green copy as his/her receipt. **ONLINE OPTION:** If the employee chooses to print their pledge form from the website, they will need to make a copy for their records before returning the original for processing.

**Remember all donations are processed through state payroll deduction. The TECC is not able to accept cash or check donations.**



## **PROCESSING CAMPAIGN FORMS**

### **STANDARD PLEDGE FORM:**

The donor will find the pledge form included with the TECC Brochure. It is very important to ensure that the donor completes the pledge form **correctly** and **completely, pressing down hard to ensure the information goes through to the fifth copy**. Also, the donor must return the original pledge form as well as the second, third and fourth copies (white, canary, pink, goldenrod) to you, but keep the fifth (green) copy as a receipt for tax purposes. You will send all remaining copies to: **Department of Finance and Administration, Central Payroll, Attention: Jennifer Carlisle, 21st Floor Tennessee Tower.**

### **ONLINE PLEDGE FORM**

The campaign brochure and the pledge form are also available on the DOHR website for employees to use. If an employee chooses to print the pledge form from the website, they will make a copy of the form for their records and turn the original in for processing. You will distribute the pledge form as follows:

**Original and ONE copy per charity designation - Send to the Department of Finance and Administration, Central Payroll, Attention: Jennifer Carlisle, 21<sup>st</sup> Floor, Tennessee Tower.**

**These processes are a significant change from the past** – you will send all copies of the pledge forms to Central Payroll, and when they have been entered, Central Payroll will send them on to DOHR for further processing.

#### **IMPORTANT TO NOTE:**

As the TECC Coordinator, one of the more important tasks you will have is to audit the pledge forms as you collect them.

- ✓ If an employee does not include his or her Employee ID number, you should contact the employee. Do not change the form without the employee's consent.
- ✓ Please review the employee's selections to ensure their name and choices are clearly written and visible on all copies of the form.
- ✓ All pledge forms must be signed by the employee.

The Department of Finance and Administration's Central Payroll Division asks that you send original pledge forms to them on a weekly basis. Send all original pledge forms to Department of Finance and Administration, Central Payroll, Attention: Jennifer Carlisle, 21<sup>st</sup> Floor, Tennessee Tower.

The deadline to submit all pledge forms to Central Payroll is **December 1, 2015.**





**Please remember:**

An employee in bankruptcy cannot participate in the TECC as Central Payroll is unable to process his or her pledge.

As you receive pledge forms, please send them to Central Payroll weekly.

AGENCY REPORT FORM:

The Agency Report Form is where you will record your agency's total pledges and then submit the form to DOHR. You may collect this data by any method you choose.

Once the campaign has concluded, complete **one** final consolidated Agency Report Form listing the grand total for your agency's campaign. Please submit the TECC Agency Report Form to DOHR, at the address listed at the bottom of the form, by **December 15, 2015**. If you receive additional information after submitting your final Agency Report Form, please submit a supplemental Report Form showing the amount of the additional pledges only. Please clearly date and mark this form as "SUPPLEMENTAL REPORT."



# Tennessee Employees Charitable Campaign

## AGENCY REPORT FORM

This Report is: FINAL **or** SUPPLEMENTAL TO FINAL

Date Submitted: \_\_\_\_\_ County: \_\_\_\_\_

Department Name: \_\_\_\_\_ Allotment Code: \_\_\_\_\_

Local Office Coordinator Name: \_\_\_\_\_

Address of Local Office: \_\_\_\_\_

Street Address City Zip Code

Phone # of Local Office: \_\_\_\_\_ Fax #: \_\_\_\_\_

Local Office e-mail address: \_\_\_\_\_

**Total # of Donors = \_\_\_\_\_ (A)**

**Total Amount Pledged = \$ \_\_\_\_\_ (B)**

**Total Number of Employees Solicited = \_\_\_\_\_ (C)**

*(Contributing or not)*

*Please calculate the following:*

**Average Gift (B divided by A) = \$ \_\_\_\_\_**

**Per Capita Gift (B divided by C) = \$ \_\_\_\_\_**

**Percent Participation (A divided by C) = \_\_\_\_\_ %**

**Report Form: Make 2 copies of this Report Form** - submit one copy to your agency's statewide coordinator and keep one copy for your records.

**Pledge Forms:** - employee keeps the green copy; submit all others to your agency's statewide coordinator.

**Agency Statewide Coordinator:** Complete and submit your agency's combined final totals on the Report Form to the:

**Department of Human Resources  
Herman Smith, TECC Administrator  
First Floor, James K. Polk Building  
505 Deaderick Street, Nashville, TN 37243**

# CHARITABLE ORGANIZATIONS

## FEDERATIONS AND INDEPENDENT CHARITABLE ORGANIZATIONS APPROVED FOR PARTICIPATION IN THE 2015 TENNESSEE EMPLOYEES

Mary Anne Upchurch  
Executive Director  
**American Cancer Society, Mid-South**  
1378 Union Avenue  
Memphis, TN 38104  
(901) 729-3580

Kristin Bray  
Coordinator  
**American Heart Association**  
1818 Patterson St.  
Nashville, TN 37203  
[Kristin.bray@heart.org](mailto:Kristin.bray@heart.org)  
(678) 224-2061

Shannon McCloud  
Executive Director  
**A Secret Safe Place for Newborns of TN Inc**  
1133 E. Lamar Alexander  
Maryville, TN 37804  
[Smcccloud8@gmail.com](mailto:Smcccloud8@gmail.com)  
(865) 254-2208

Rhonda Manous  
Executive Director  
**Autism Foundation of TN**  
6515 Holt Rd  
Nashville, TN 37211  
[rmanous@autismfoundationofTennessee.org](mailto:rmanous@autismfoundationofTennessee.org)  
(615) 376-0034

Ms. Lirah B. Sabir, Ph.D  
President and Executive Director  
**Black United Fund of Tennessee, Inc.**  
283 North Bellevue Boulevard  
Memphis, TN 38105  
[bufoftn.sabir@gmail.com](mailto:bufoftn.sabir@gmail.com)  
901-726-5353

Belita Howard  
President  
**Christian Community Services, Inc**  
601 Benton Avenue Ste. B  
Nashville, TN 37204  
[bhoward@ccsinashville.org](mailto:bhoward@ccsinashville.org)  
(615) 297-7496

Angel Sexton  
Chief Operating Office  
**Children's Center of the Cumberlands**  
22510 Alberta Street  
Oneida, TN 37841  
[angelsexton@highland.net](mailto:angelsexton@highland.net)  
(423) 569-8900

Lea Anne Campbell  
Constituent Services, Manager  
**Community Health Charities of TN, Inc.**  
220 Athens Way, Ste. 480  
Nashville, TN 37228  
[lacampbell@healthcharities.org](mailto:lacampbell@healthcharities.org)  
(615) 915-3750

Tracey Hawk  
Middle TN Director  
**Community Shares**  
935 Woodland Street, Suite C  
Nashville, TN 37206  
[tracey@communitysharestn.org](mailto:tracey@communitysharestn.org)  
(615) 650-9122

Ms. Lynne Mayfield  
President  
**FACES: The National Craniofacial Association**  
P.O. Box 11082  
Chattanooga, TN 37401  
[faces@faces-cranio.org](mailto:faces@faces-cranio.org)  
(423) 266-1632

Gretchen Pritchett  
Executive Director  
**Friends of Radnor Lake**  
5052 Lake View Drive  
Nashville, TN 37220  
[gpritchett@radnorlake.org](mailto:gpritchett@radnorlake.org)  
(615) 251-1471

Ms. Theresa Carl  
President  
**Governor's Books from Birth Foundation**  
312 Rosa L. Parks Ave, 27<sup>th</sup> Flr  
Nashville, TN 37243  
[info@governorsfoundation.org](mailto:info@governorsfoundation.org)  
(615) 532-2836

David Spragens  
Guardianship and Trust Corp Contact  
**Guardianship and Trust Corp**  
95 White Bridge Rd, Ste.330  
Nashville, TN 37205  
[gtc@gtctn.org](mailto:gtc@gtctn.org)  
(615) 259-3610

Colleen Dudley  
Executive Director  
**Habitat for Humanity of Tennessee, Inc.**  
P. O. Box 10375  
Murfreesboro, TN 37129  
[colldudley@bellsouth.net](mailto:colldudley@bellsouth.net)  
(615) 494-3207

Sissy Vick  
**Heart of the Cumberland**  
377 Short Street, Ste B  
Cookeville, TN 38501  
[svick@heartofthecumberland.org](mailto:svick@heartofthecumberland.org)  
(931) 525-2600

Amy Shaver  
Director  
**Humane Society of Clarksville-Montgomery County**  
P. O. Box 571  
Clarksville, TN 37041  
[humanesociety@clarksville.com](mailto:humanesociety@clarksville.com)  
(931) 648-8042

Katie Pemberton  
PR/Marketing Manager  
**Humane Society of Memphis Shelby County**  
935 Farm Rd  
Memphis, TN 38134  
[kpemberton@memphishuman.org](mailto:kpemberton@memphishuman.org)  
(901) 937-3900

Veronica Rose  
Director  
**JDRF International**  
26 Broadway 14<sup>th</sup> Floor  
New York, NY 10004  
[vrose@jdrf.org](mailto:vrose@jdrf.org)  
(212) 785-9500

LeAnn Austin  
Executive Director  
**Music City Youth Orchestra**  
4712 Miners Cove  
Antioch, TN 37013  
[leann@musiccityyo.org](mailto:leann@musiccityyo.org)  
(615) 220-6296

Tammy Depperschmidt  
Executive Director  
**Mustard Seed Ranch**  
4725 Kuykendall Rd Cookeville, TN 38501  
[tammy@mustardseedranchtn.org](mailto:tammy@mustardseedranchtn.org)  
(931) 525-7333

Lavonne Redferrin  
Executive Director  
**Proverbs 12:10 Animal Rescue**  
6130 S. Mt. Juliet Rd  
Hermitage, TN 37076  
[info@proverbs1210rescue.org](mailto:info@proverbs1210rescue.org)  
(615) 872-7779

Shelia Terrell  
Chief Operations Officer  
**RISE Foundation, Inc.**  
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[Shelia@risememphis.org](mailto:Shelia@risememphis.org)  
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Ms. Patricia McPherson  
Development Consultant  
**Salvus Center, Inc.**  
556 Hartsville Pike, Ste. 200  
Gallatin, TN 37066  
[mcgroup@bellsouth.net](mailto:mcgroup@bellsouth.net)  
(615) 451-0038

Ms. Lisa Ellis  
Development Director  
**Siloam Family Health Center**  
820 Gale Lane  
Nashville, TN 37204  
[Lisa.ellis@siloamhealth.org](mailto:Lisa.ellis@siloamhealth.org)  
(615) 298-5406 x 114

Ms. Jan Parker  
Director of Foundation Investments  
**Special Kids, Inc.**  
202 Arnette Street  
Murfreesboro, TN 37130  
[jparker@specialkidstn.com](mailto:jparker@specialkidstn.com)  
(615) 893-4892

Alan L. Bolick  
Executive Director  
**Special Olympics Tennessee, Inc**  
1900 12<sup>th</sup> Ave. South  
Nashville, TN 37203  
[sotnpres@aol.com](mailto:sotnpres@aol.com)  
(615) 329-1375

Michell Lampkin  
TAP Contact  
**Tennessee Aquatic Project & Development, Inc**  
1309 Jackson Street  
Nashville, TN 37208  
[Mdlampkin0315@comcast.net](mailto:Mdlampkin0315@comcast.net)  
(615) 925-0219

Ms. Kim Burke  
Grants Coordinator  
**Tennessee Baptist Children's Homes, Inc.**  
P.O. Box 2206  
Brentwood, TN 37024-2206  
[kburke@tbch4kids.org](mailto:kburke@tbch4kids.org)  
(615) 376-3140

Ms. Lynne Farrar  
Executive Director  
**TN CASA**  
412 Golden Bear Court, Ste. B202  
Murfreesboro, TN 37128  
[lynne@tncasa.org](mailto:lynne@tncasa.org)  
(615) 220-3990

Erin Hummerdorf  
Program Coordinator  
**Tennessee Emergency Medical Services for  
Children Foundation**  
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